

APPROVED

March 4, 2003

Michigan State Administrative Board

Lansing, Michigan

February 18, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 18, 2003, at 11:00 a.m.

Present: Kelly G. Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria J. Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Patty Cantu, Wes VanMalsen, Department of Career Development; Jim Konrad, Debbie Roberts, Janet Rouse, Department of Management and Budget; Randy Knapp, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. MacDowell moved the minutes of the State Administrative Board for the meeting of February 4, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

Department of History, Arts and Libraries-Richfield Township Police
Department, 1/22/03

Retention and Disposal Schedule (s):

Department of Attorney General-Special Litigation Division, 10-21-02
Department of Community Health-Psychiatric and Medical Services Division,
12/11/02
Department of Consumer and Industry Services-Bureau of Health Systems,
12/13/02
Department of Executive Office, Legal Division, 10/18/02
Department of History, Arts & Libraries
Council for the Arts Division, 11/14/02
Library of Michigan, 11/22/02
Michigan Historical Center-Administration, 11/22/02
State Archives Division, 11/14/02
Department of Management & Budget, Center for Educational
Performance and Information, 11/5/02
Department of Treasury-Equal Employment Opportunity, Health & Safety,
11/27/02

Mr. Hank moved the State Administrative Board approve the Certified Retention and Disposal Schedule and Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held February 11, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of February 11, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

Ms. MacDowell presented the Building Committee Report covering the regular meeting held February 12, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of February 12, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of February 12, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held February 12, 2003 be approved and adopted noting the withdrawal at the regular meeting of Item # 14 and the withdrawal of items 5, 6, 16, and 18 at the State Administrative Board meeting of February 18, 2003. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Rossi moved the meeting be adjourned. The motion was supported by Mr. Pavona and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON